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ABSTRACT

This student handbook was compiled for high school students interested in New York City's Kingsborough Community College's College Now Program, a collaborative effort begun in 1984 to offer high school students an opportunity to take college-level courses, enhance their desire to go to college, and ease their transition from high school to college. The first section of the handbook offers an overview of College Now, its development, and its successes. The next section discusses the advantages of joining College Now, eligibility criteria, testing, registration, and program costs. This section indicates that seniors in any participating high school may join the program, provided that their scores on the Freshman Skills Assessment Test indicate college-level reading, writing, and math abilities. The third section provides academic information, stating that College Now offers introductory college-credit courses in business, behavioral and social sciences, humanities, and science on the high school campus either before or after the regular school day. This section explains the difference between College Now and Advanced Placement courses, the advantages of taking remedial courses through College Now, grading and course load policies, College Now instructors, and academic requirements. The final section describes available student services such as identification cards, freshman orientation and career development seminars, academic counseling, and the transfer of credits. (WJT)

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Kingsborough Community College

The City University of New York

STUDENT HANDBOOK

JC 900 326

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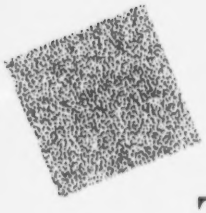

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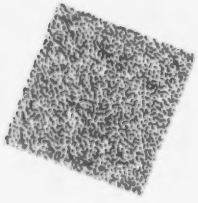


From the President

Dear Students,

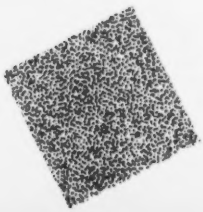
It gives me great pleasure to welcome you to College Now, one of New York City's outstanding high school/college collaborative programs. Through the efforts of the New York City Board of Education and the City University of New York, you'll be able to take college-level work while still in high school. If you're ready for the challenge of college, this program will offer you a rewarding educational experience.

As the creator of College Now, I'm very proud of the program and its growing reputation. I'm pleased that Kingsborough Community College, the branch of the City University of New York of which I am president, was able to sponsor the program and serve as College Now's sample campus. However, it is the human side of the College Now success story that really counts--the fact that College Now is making it possible for students who never dreamed of attending college to widen their horizons; that it is challenging ambitious students to push themselves to excel; and that it is giving students the foundation of academic excellence that should be everyone's birthright.

I know you will be pleased with your College Now experience. The program's professional staff, both at your high school and at the College, stands ready to assist you in reaching your educational goals.

Best wishes for a successful year, and welcome to college, NOW!

Leon M. Goldstein
President
Kingsborough Community College

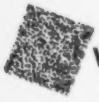


A Look at College Now

"College Now was a very rewarding experience. It introduced us to exactly what college demands from a student, and it prepared us for the fast pace of college learning."

OLGA CRUZ
ALEXANDER RUIZ
MARISOL VELASQUEZ

A Look at College Now



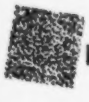
What Is College Now?

College isn't the same as high school. It's tougher, more demanding, and just plain more work, no matter how good a student you are. Why wait until the first few weeks of your freshman year:

- to tackle the reality of college?
- to find out if your reading, writing, or math skills need to be strengthened?
- to see if you have the potential to be successful in college?

College Now is a voluntary, tuition-free program co-sponsored by the City University of New York (CUNY) and the New York City Board of Education. By joining College Now, you get a head start on tackling college-level work, handling freshman anxiety, and making college and career decisions. College Now offers you the chance to take freshman-level college courses, at your high school, before or after the school day. The courses are taught by faculty from your high school specially trained to provide a collegiate experience. College Now also offers a freshman orientation and career decision-making seminar on the campus of Kingsborough Community College, the host college for the program.

So why wait till you're a college freshman to experience college? Join College Now and enhance your chances for making a successful transition from high school to college.



How Did College Now Get Started?

The College Now program began in 1984 when the President of Kingsborough Community College, Leon M. Goldstein, met with key officials from the New York City Board of Education to discuss how Kingsborough, a branch of CUNY, could assist the Board in helping students achieve at higher levels. It was decided to develop a

program to enhance New York City high school students' desire to go to college and potential to succeed. Hence, College Now was born, serving four high schools in Brooklyn. It has grown five-fold since its inception, serving more than 2,100 students a year in 17 high schools. It has spread from Brooklyn throughout the city, and has served as a model for programs at other colleges around the city, state, and country.

What Are People Saying About College Now?

College Now has been cited for excellence by the American Association of Higher Education, the National Association of Secondary School Principals, and Syracuse University in their joint study of the country's outstanding college/high school collaborative programs. College Now has also earned the respect and plaudits of experts in the field of higher education for helping students deal with the often difficult transition from high school to college. Did you know that up to one-third of college freshmen drop out of school before their sophomore year? Not so for College Now alumni--they remain in college after the critical first year, and accumulate credits towards graduation at higher rates. The program has also been commended for helping students recognize and remediate areas of weakness in basic skills.

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Joining College Now—How to Make the Decision

"College Now was a delightful experience. I made new friends, experienced college life, and developed a better idea of what college had to offer me."

PAT GOLDEN

Joining College Now — How to Make the Decision

Why Should I Be Interested in College Now?

From the standpoint of a college or university, College Now students are desirable prospects because they are unlikely to drop out once they have committed themselves to college. Further, College Now alumni, at all levels of academic preparation, accumulate credits at a better-than-average rate, thereby showing themselves to be highly motivated students.

From a personal perspective, College Now is a direct savings in terms of time and money. Credits earned in College Now can help you accelerate your progress towards a degree, avoid a semester's worth of non-credit remedial coursework, and reduce your chances of going to summer school. It also gives you the confidence that you can do college-level work and be successful.

Where Can I Go in My High School to Find Out More About College Now?

A College Now office is located in your high school. It is staffed by a College Now representative who will gladly answer your questions and provide you with an application and brochures describing the program and its course offerings.

Who Can Join College Now?

If you are a senior in any of College Now's participating high schools, you may join the program. Usually, students apply to College Now in the spring of their junior year. It has been our experience that a high school student with a 65% average or better, and the motivation to work hard, can excel in College Now courses.

Why Must I Take the CUNY FSAT to Enter College Now?

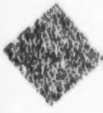
Colleges throughout the nation routinely test entering freshmen to determine their level of academic competency. College Now, in accordance with current CUNY policy, administers the Freshman Skills Assessment Test (FSAT), a three-hour exam assessing reading, writing, and math ability. In each of these areas the Board of Trustees of CUNY has set standards which define whether a student is minimally ready to do college work. Those who do not initially meet these standards will be given appropriate instruction to assist them in achieving the required competency levels.

How Do I Apply to Take the FSAT?

Applications are available at the College Now office in your high school. You must submit a completed application to the College Now representative to reserve a seat at the next test session. The FSAT is only offered at specific times during the year, so it is to your advantage to turn in your application as soon as it is completed. Please note that the application requests your Social Security number. Make all effort to secure a number prior to applying because it will be used to identify your test scores and college records.

Can I Study for the FSAT?

No special preparation is needed. The test is intended to measure skills that you are expected to have learned in the course of your high school training. However, you may want to review specific reading, writing, and math skills before taking the test. Descriptions of the test and sample questions are contained in the "CUNY Freshman Skills Assessment Bulletin." Contact the College Now representative in your high school to obtain a copy.



How Do I Get My FSAT Scores?

Your scores will usually be available two to four weeks after you take the test. The College Now representative will contact you in your home room/official class to advise you when a College Now counselor will meet with you to discuss your scores. Your scores are confidential; they do not go into your high school records.

However, if you decide to attend a CUNY college upon graduation from high school, you may transfer your scores (see p. 27 for further information).

If I Decide to Join College Now, How Do I Register for the Program?

Once you have received your FSAT results, you may register for College Now. Remember, participation in the program is voluntary. College Now welcomes you if you have the time to attend classes and are prepared to carry an additional course and the workload it entails for an entire semester. If you feel you can make the commitment of time and energy, the counselor who discussed your FSAT scores with you, or the College Now representative, will help you make course selections and complete a registration form. Note that there is a deadline date for completing registration each semester. Be sure to hand in the necessary paperwork prior to this date so you don't miss out on joining the program for a semester.

How Much Does College Now Cost?

The College Now program is funded by the New York State Legislature; all fees for applications, tuition, student activities, and books have been waived.

Academic Information

What Courses Are Offered by College Now?

College Now offers introductory college-credit courses in business, behavioral & social science, humanities, and science. It also offers college-level developmental courses in writing/reading and mathematics to students who need to strengthen basic skills prior to entering college. Two special one-credit courses, freshman orientation and career development, are available to students who wish to consider college and career decisions under the direction of a college counselor. All courses are typical of those taken by college freshmen with respect to content, textbooks, assignments, tests, grading, and teaching methodology. Refer to College Now's "Course Offerings Brochure" or Kingsborough Community College's "Catalogue of Course Offerings" for further information.

When and Where Are the Courses Offered?

College Now's academic courses are offered at your high school, either before or after your regular school day. Check with the College Now representative in your school for further information about class meetings.

Freshman Orientation and Career Development seminars are offered on the campus of Kingsborough Community College in Manhattan Beach, Brooklyn, New York. The classes usually meet once a week for five consecutive weeks in the late afternoon. These classes start at several times during the year. Your College Now representative can give you a current schedule.

How Difficult Are the Courses?

College Now courses are typical freshman-level college offerings. As such, they are challenging and truly representative of college-

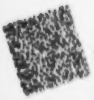
level studies. Compared with most high school courses, they go into greater depth, often take more time, and require more work.

How Is a College Now Course Different from an Advanced Placement Course?

Like College Now, the Advanced Placement (AP) program offers interested students the opportunity to complete college-level coursework while still in high school. The programs differ, however, with respect to cost, eligibility, course offerings, teacher training, final examinations, and transfer of credit. College Now is totally free of charge with respect to tuition, books, and examinations. College Now is available to all interested high school seniors. It offers a limited number of freshman-level college credit and preparatory courses, approved by Kingsborough Community College under the auspices of CUNY. College Now instructors are high school faculty members who possess the ability and interest to teach a college-level course. They work for the College Now program as Kingsborough adjunct lecturers and receive extensive and ongoing training in teaching methodology, course content, and use of materials. College Now courses conclude with a two-hour in-class final exam, developed by the instructor. Finally, students successfully completing any one of College Now's credit courses earn college credit in the form of an official college transcript. These credits can be forwarded to the college of your choice upon graduation, or at a later date. Surveys indicate that the vast majority of colleges and universities in the United States will accept College Now credits as electives or in-the-name-of-the-course (INOC).

Why Should I Take a College Now English or Math Course if I Receive No Credit?

By taking College Now's English or Math courses, you get a head start on resolving problems in basic skills as revealed on the CUNY FSAT. Student surveys show that these courses have a positive effect on future performance and attitude. Students who begin college after taking College Now's English or Math courses enter with fewer remedial needs, do better in the regular academic term, have a greater sense of confidence, and generate more credits in a shorter period of time.



Who Teaches the Courses?

The courses are taught by carefully selected high school faculty members whose credentials demonstrate that they are qualified to teach at the college level. All College Now instructors come to the program with extensive coursework and teaching experience in the appropriate subject area. To maintain and improve their skills, they attend workshops conducted by Kingsborough Community College faculty members. College Now instructors are hired as adjunct instructors at CUNY's Kingsborough campus. Like College Now students, the instructors participate in the program before or after their regularly scheduled school day.

How Many Courses Can Be Taken Each Semester?

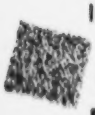
The number of credits you take each semester varies in relation to your scholastic ability and the amount of time you can devote to your studies. Usually, College Now students take one 15-week course in the fall semester and another in the spring, with freshman orientation and career development seminars added if time and interest permit. If your schedule prevents you from participating for a full year, you may join the program for one semester.

Can Program Changes Be Made After Registration?

You may change your course selection up to the first day of the semester if a seat is available in the course you desire. Contact the College Now representative for assistance.

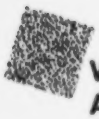
Do I Have to Pay for Books?

College Now books are distributed free of charge to all students at the beginning of the term and are collected at the end of the term. In the event you lose a book, a replacement fee will be charged.



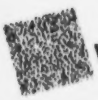
What Is College Now's Attendance and Lateness Policy?

College Now's attendance and lateness policy is consistent with that followed at your high school.



What Happens if I Miss an Exam or Fail to Hand in an Assignment?

Speak to your instructor and explain your reason for missing a test or an assignment. Arrange procedures for make-up. If you do not complete all assignments and take all the tests given during a semester, your instructor may assign you a grade of "Incomplete" (INC). You have six months in which to complete the missing assignment(s) or take the missed test(s). If you follow through on your make-up, the instructor will complete a Change of Grade Form. If you do not, the grade of INC automatically becomes an F on your transcript.



What Can I Do if I Am Having Difficulty in a Course?

Request an appointment with your instructor to discuss your work. Also discuss the problem with the College Now counselor, especially if you have personal problems which affect your academic performance. Together, the instructor and counselor will try to help you devise a plan for successfully completing your College Now coursework.

What Is College Now's Grading Policy?

At the end of each semester you will receive a letter grade evaluating your academic ability in each course for which you are registered.

Grade	Achievement Level
A	Excellent (90-100%)
B	Good (80-89%)
C	Average (70-79%)
D	Below Average but Passing (60-69%)
F	Failure
INC	Term's Work Incomplete (will count as an F unless work is completed within six months)
W	Withdrew Without Penalty
WU	Withdrew-Unofficial (counts as a failure)
WF	Withdrew-Failing (counts as a failure)

If you wish to review the final grade with your instructor, you must submit a request to the College Now representative in your school no later than the end of the semester following that in which the grade was given.

What Is a Grade Report?

A grade report is your "report card" for the semester. It will be mailed to your home after the semester and gives information about courses registered for and grade received. Below is a sample grade report:

KINGSBOROUGH COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

COURSE	SECTION	COURSE TITLE	CREDITS	GRADE
ENGBW	CE1P	FOUNDATIONS-COLLEGE LEVEL WRIT	0.0	A
SD 10	CR3C	STUD DEV-EDU-VOC GOALS-FRESH	1.0	A

STUDENT NO	STATE	SESSION	SEMESTER/YEAR		CURRICULUM			
	H	D	FALL 87	**	100	1.0	4.0	4.00

Grade	Percentage Equivalent	Level of Achievement	Point Value
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Fair or average	2
D	60-69	Below average but passing	1
F	Below 60	Failure	0

Minimum level of proficiency not met for remedial courses
Minimum level of proficiency not met for certain specific compensatory courses
INC Counted as an F unless work is completed within six months
W Withdrew without penalty
WF Withdrew - Failure, counts as failure
WU Withdrew - Unofficial, counts as failure
AUD Audit
I Instructor did not submit grades

NAME AND ADDRESS

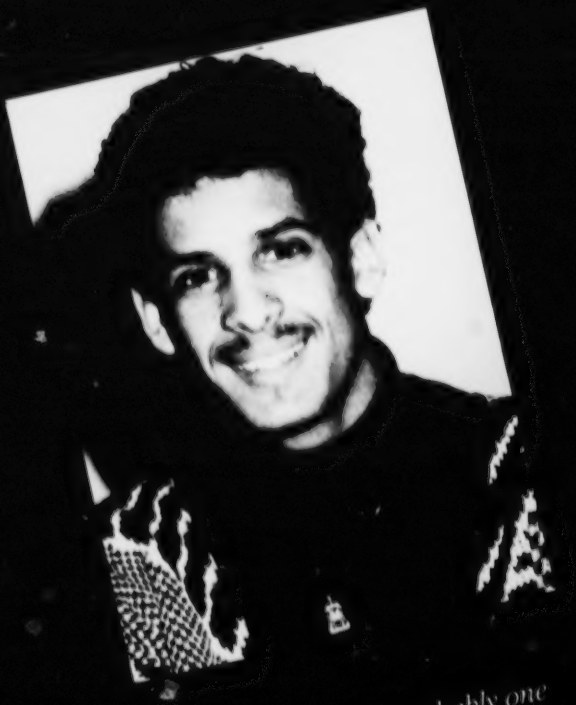
What Is a Transcript?

A transcript is similar to a grade report but lists all the courses you've attempted each semester and grades received. When you wish to forward your College Now credits, contact the College Now representative in your high school for a Kingsborough Community College "Request for Transcript Form." Upon receipt of the form, Kingsborough's Registrar will forward an "Official Transcript" to the school of your choice. If the school is a branch of CUNY, the transcript is free of charge; a small fee will be charged for transcripts sent to other schools. Students transfering to Kingsborough do not need to complete a request form, as their credits are already on file at the College.

Do I Get High School Credit for College Now Classes?

Your high school determines if it will give elective credit for College Now coursework. Contact the College Now representative to find out about the policy followed in your school.

Student Services



"College Now was probably one of the best things that I ever involved myself in during my high school years. Not only did I earn college credits, but it made my transition into college much easier and less frightening."

RICHIE TOLEDO

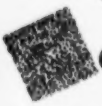
Student Services

What Is a College Now ID Card and What Services Does It Entitle Me to at Kingsborough Community College?

A College Now ID card contains your photograph and Social Security or College Now ID number. It entitles you to use Kingsborough's facilities, including the library, computer center, art gallery, College Center, and cafeteria. It is only valid during the time you participate in the College Now program.

How Do I Get a College Now ID Card?

Photographs for College Now ID cards are taken in June at the orientation session for the program. The card will be issued to you in September in your College Now class by your instructor. If you miss the June session, contact the College Now representative in your high school for instructions on how to obtain a card.



Can College Now Help Me with College Decisions?

College Now offers an intensive five-session Freshman Orientation Seminar on the campus of Kingsborough Community College. Your instructor, a counselor from Kingsborough's Department of Student Development, will expose you to the same kinds of decisions and choices that you'll face prior to and in your freshman year: the application process and how you can put forward the best possible application, the many career areas a liberal arts education opens up, how to select a major that will start you off in the right direction, effective study methods that set you up for success in college courses, how to overcome test anxiety, and how to develop strong time management skills. No matter what college you go to in the future, or your eventual academic and professional career, starting

off your College Now experience with this seminar is a sure way to guarantee success.

Can College Now Help Me with Career Decisions?

College Now offers a Career Development seminar for students who are uncertain about career goals. In this course, a specially trained career counselor from Kingsborough Community College will help you identify what your interests are and translate them into career terms. You'll also learn about career choices from the experts. People who work in areas such as government, banking, education, law, medicine, and business will talk about their own education and how it did (or didn't) prepare them for what they do. You'll find out what would be your best choice(s) for a career in today's world. This seminar will help you make better career decisions by increasing your understanding of yourself as well as of the working world. You'll also be invited to Career Day at Kingsborough in the spring. At that time, you'll be able to speak with representatives from 50-60 major corporations and public agencies about employment.

Can I Retake Portions of the FSAT?

All students are encouraged to retake any portion of the FSAT they have not formerly passed.

WHEN	WHERE	IF
December	at your H.S.	you are enrolled in a College Now English or Math course during the fall semester.
November or January	at KCC	you weren't enrolled in a College Now course scheduled for a December retest.
May	at your H.S.	you are enrolled in a College Now English or Math course during the spring semester.

Contact the College Now representative in your school for information about the date, time, and location of FSAT retests.

Can I Transfer My FSAT Scores to any College?

If you intend to transfer to any branch of CUNY, you may forward your FSAT scores by completing a "Request for Transfer" form, available from the College Now representative. In the event you attend a college that is not part of the CUNY system, FSAT scores will not be required. However, you will probably be required to take a similar test upon entrance.

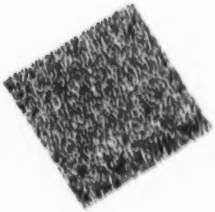
How Do I Transfer My Credits to the College of My Choice?

When you have been accepted by a college, you may transfer your credits by completing a "Request for Transcript" form, available from the College Now representative in your high school or the College Now office at Kingsborough Community College. If the school is part of CUNY, the transcript will be issued at no charge. A small fee will be charged for transcripts forwarded to SUNY or private schools.

Although the overwhelming majority of College Now students receive degree credit for their College Now coursework, exemption from basic courses, and advanced placement, college officials usually will not commit themselves to a decision before they have reviewed an official transcript. It should be noted that the College Now student is treated no differently in this respect than any other student--high school, undergraduate, or graduate--wishing to transfer credits from one institution to another. In the event you should experience difficulty in transferring credits, please contact the College Now office at Kingsborough Community College.

For More Information

Stop by the College Now office in your high school where a College Now representative will be happy to answer your questions. You may also obtain information from the College Now office at Kingsborough Community College by calling 718/934-5170.



ERIC Clearinghouse for
Junior Colleges JUL 27 1990

The College Now Program

Kingsborough Community College
2001 Oriental Blvd.
Brooklyn, N.Y. 11235
(718) 934-5170

Academic Information

"The College Now experience was very beneficial because it made me realize my academic strengths and weaknesses. It also helped me choose a major."